

PCS Information

CAFRS has been integrated at Fort Rucker. One of the main issues we are facing is aviators showing up to Fort Rucker without a PCS file. Below are the necessary steps to follow:

In CAFRS:

- 1) Perform the PCS closeout.
- 2) Have closeout certified by the commander and print the 759 and 759-1's. Include 759-3 for fly for pay individuals. Place the forms in the IFRF.
- 3) On the tool bar go to PCS, Manual.
- 4) Select the individual and click Transfer Out.
- 5) Click OK on the PCS Transfer Information and Confirmation Dialog window.
- 6) Select a location to save the file. (Do not save directly to disk!)
- 7) Once Transfer Out is complete, copy the PCS file to a CD and place in the IFRF.

This process will create a restore file that will remain in your system in case the file needs to be restored. After 60 days this file may be deleted.